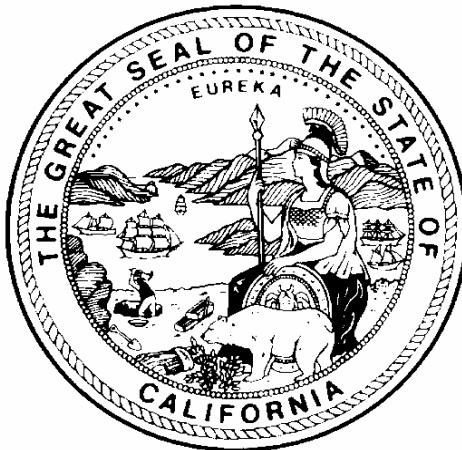


NOTICE OF AVAILABILITY OF FUNDS

*by the
Employment Development Department
In Coordination with the
California Workforce Investment Board*

*on behalf of the
California Labor and Workforce Development Agency*

At-Risk Youth Solicitation For Proposals



January 2007

*EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice) or (916) 654-9820 (TTY).*

**EMPLOYMENT DEVELOPMENT DEPARTMENT
AT-RISK YOUTH
SOLICITATION FOR PROPOSAL**

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Proposal Package Instructions and Forms

- Cover/Signature Page (Includes Proposal Summary)
- High Concentration of Youth Form
- Proposal Narrative Form
- SFP Form 1 –Target Group Planning Chart
- SFP Form 2 – Proposal Work Plan
- SFP Form 3 – Partner Roles and Responsibilities Chart
- SFP Form 4 – Budget Summary Plan
- SFP Form 5 – Supplemental Budget Form
- SFP Form 6 – Expenditure and Participant Plan

**EMPLOYMENT DEVELOPMENT DEPARTMENT
AT-RISK YOUTH
SOLICITATION FOR PROPOSALS**

Section 1 Overview

A. Purpose

The Employment Development Department (EDD) in coordination with the California Workforce Investment Board (State Board) announces the availability of \$700,000 of Workforce Investment Act (WIA) Governor's Discretionary 15 Percent funds for the purpose of increasing the number of at-risk youth receiving WIA services and to strengthen community partnerships providing services to youth. At-risk is defined as the neediest youth, in or out of school, 14-21 years of age.

Section 129(b)(2)(C) of the WIA requires states to provide additional assistance to local areas that have high concentrations of eligible youth. The State Board is responsible for developing criteria for awarding funding to areas that have a high concentration of WIA eligible youth. The State Board policy and procedures for disseminating the 2006-07 awards was issued in WIA Directive [WIAD06-8](#), SFY 2006–07 High Concentration of Eligible Youth Additional Assistance, dated September 29, 2006.

In addition to the funding awarded under WIA Directive WIAD06-8, the State Board and Labor and Workforce Development Agency (LWDA) set aside \$700,000 to issue this competitive solicitation to focus on increasing the number of at-risk youth receiving services in the high-concentration areas. The State Board's Lifelong Learning Special Committee developed applicant eligibility, selection and scoring criteria for the SFP. In order to be considered for funding under this SFP, the local area must have a high concentration of WIA eligible youth, defined as a ratio of WIA eligible youth to all youth, and must be at or above the state average of 23.6 percent. Appendix A contains the list of local areas and their percentage of WIA eligible youth.

This At-Risk Youth SFP reinforces the State Board Life Long Learning Committee's theme of improving WIA Youth services, focusing on those youth most in need, meeting the needs of business, and emphasizing high wage/high growth occupations and careers.

B. Target Population

Proposals must target at-risk youth, in or out of school, 14-21 years of age. At-risk youth is defined as meeting one or more of the following criteria:

- Out-of-School youth
- Foster youth
- Youth offender
- Youth with a disability
- Migrant and seasonal farm worker youth
- Youth of incarcerated parents
- Native American and Indian youth

C. Eligible Applicants

Proposals will be accepted from California Local Workforce Investment Areas (LWIAs), One-Stop Career Centers, non-profit public or private agencies, community and faith-based organizations, tribal government, and educational institutions. Individuals are not eligible to apply. Applicants must clearly demonstrate that their service area meets the high concentration of youth definition described in Section 5 A. Minimum Requirements.

D. Funding

Applicants may submit one application for funding under this SFP. Each application must follow the proposal instructions which contain further detail and criteria.

Estimated funding available:	\$700,000
Maximum total award per grantee:	\$350,000

E. Allowable Uses of Funds

The use of funds awarded in this SFP is governed by the WIA and its associated federal regulations, State and federal directives, and federal Office of Management and Budget (OMB) Circulars. Appendices B and C describe the general requirements pertaining to these funds. The WIA 15 Percent Project Requirements are contained in WIA Directive [WIAD02-14](#).

Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

F. Administrative Cost Limits

A maximum of ten percent of the total project budget will be allowed for administrative costs. For purposes of developing a budget, the definition of administrative costs is provided in Appendix C, Administrative Cost Definitions.

G. Length of Project

The State expects that the performance period for projects awarded under this solicitation will be between 18 and 24 months. Grant funds will not be available for longer than the 24-month expenditure period. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period must be returned to the State.

Section 2 Significant Dates

Event	Date*
Solicitation Release	January 29, 2007
Last date to submit written questions to EDD (via e-mail)	February 22, 2007
Last date for EDD to post response to written questions on Web site	March 1, 2007
Proposals Due (by 3 p.m.)	March 9, 2007 before 3 p.m. Pacific Daylight Savings Time
Proposal review and evaluation	March 12 through March 30, 2007
Award Announcements	April 2007

***Note:** All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

Section 3 Questions/Answers Web site

In order to allow for timely and consistent responses to questions that potential bidders may have, we are implementing an electronic Question and Answer process.

Questions must be submitted by e-mail to WIASFP@edd.ca.gov and received no later than February 22, 2007. All answers will be posted, on the following Web page, www.edd.ca.gov/wiarep/wiaspind.htm by 5 p.m. Pacific Daylight Savings Time, March 1, 2007. For information regarding this Web site you may contact Lynora Sisk at (916) 654-7854.

Section 4 Proposal Submission Instructions

Proposal Deadline

The deadline for the **receipt** of proposals is **March 9, 2007, by 3 p.m. Pacific Daylight Savings Time. Late proposals will not be accepted.**

The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline. All proposals, whether mailed, delivered by courier service, or hand delivered, must be received by the EDD Workforce Services Branch (WSB) by 3 p.m. March 9, 2007. Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.

The EDD WSB will accept hand-delivered and courier-delivered proposals between 7:30 a.m. and 4 p.m. daily, excluding Saturdays, Sundays, and State holidays, through March 8, 2007, and between 7:30 a.m. and 3 p.m. on March 9, 2007.

Proposal Delivery Method and Addresses

Proposals may be submitted by mail, courier service, or hand delivery.

Mail to: ATTN: At-Risk Youth SFP
Workforce Services Branch, MIC 88
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

By courier to: ATTN: At-Risk Youth SFP
Workforce Services Branch, MIC 88
Employment Development Department
800 Capital Mall, Room 2029
Sacramento, CA 95814

Hand deliver to: ATTN: At-Risk Youth SFP
Workforce Services Branch
Employment Development Department
722 Capitol Mall, Room 5099
Sacramento, CA 95814

Because of the need for an original signature, proposals may not be e-mailed or faxed.

Section 5 Required Proposal Content

A. Minimum Requirements

All proposals must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments.

The proposal must meet the minimum requirements listed below. **Proposals that do not adhere to these requirements will not be scored or considered for funding.**

1. Applicants must complete the High Concentration of Youth Form and demonstrate that the service area meets one of the criteria listed below. Applicants must provide data and data sources. Appendix A contains a list of the High Concentration of Youth based on the 2000 census data for each LWIA. The High Concentration of Youth rate is defined as a ratio of WIA eligible youth to all youth within a local area. WIA eligible youth is defined as youth 14 to 21 who are economically disadvantaged. The State average is the ratio of the total WIA eligible youth to the total youth population.
 - Has a concentration of WIA eligible youth rate above the State average of 23.6 percent, or
 - Has a sub-jurisdiction within the LWIA, such as a city or county, that can empirically demonstrate a high-concentration of eligible youth that is above the State average of 23.6 percent within the sub-jurisdiction, or
 - Has a high-concentration of underserved youth, that is above the State average of 23.6 percent, within a targeted population of WIA eligible youth as specified in the [Department of Labor TEGL 28-05](#) as youth most in need. This includes foster care youth, youth in the juvenile justice system, children of incarcerated parents, migrant youth, Native American and Indian youth and youth with disabilities.

2. Applicants must use the specific instructions and complete all requested forms available on the Internet at www.edd.ca.gov/wiarep/wiasfpyouth.htm.

B. Other Requirements

Applicants must meet the other requirements listed below. Proposals that do not adhere to these requirements will be scored. However, for each requirement not met, a penalty will be assessed as detailed below.

Requirement	Penalty
Applicant must submit six complete copies of the entire proposal, and of those copies, two must have original signatures. In accordance with State policy, the organization's contract/agreement signatory authority or authorized designee as designated by the organizations' Board of Directors' Resolution must sign proposals.	3 points deducted
Proposal narrative must be in a font no less than 12 point.	3 points deducted
Proposal narrative is limited to 20 pages.	3 points deducted
Each copy of the proposal package must be stapled in the upper left hand corner. Special bindings, report covers, or tabbed separators will result in reducing the proposal score.	3 points deducted
The proposal package must be submitted in electronic form on a diskette or compact disk, exclusive of the letters of commitment.	3 points deducted

C. Resource Utilization

As WIA dollars decrease, it becomes increasingly important to leverage other public and private resources to support and sustain WIA 15 Percent project activities. It is the intent of this SFP to fund projects that can leverage other resources to maximize the impact of the project and the return on investment.

Projects must demonstrate a non-WIA cash and/or non-WIA in-kind match equal to or greater than 30 percent of the requested funds. Projects that do not demonstrate a qualifying match will lose five points.

Matching funds must be dedicated specifically for project activities and will be subject to the reporting requirements contained in WIA Directive [WIAD06-4](#), Quarterly and Monthly Financial Reporting Requirements. All cash/in-kind match must be documented with a letter of commitment verifying the match and be included as an attachment to the proposal. The commitment letter must contain a contact person and telephone number. Match amounts will be verified by the State prior to selection of the grant award.

The definition of cash match is a non-WIA contribution of funds made available to the subgrantee, to be used specifically for project activities. The awarded subgrantee has control over and disburses these funds. Examples include: non-WIA money received from employers, foundation, private entities or local governments.

The definition of non-WIA in-kind match is a contribution of non-cash resources used specifically for project activities. Examples include donated personnel, services or use of equipment or space.

D. Proposal Package Instructions

Proposal package instructions are available for each individual funding category (see table of contents). The instructions contain links to each required form.

E. Format and Document Order

The following chart lists the order of documents that must be included in the proposal package. This may also be used as a checklist to help ensure submission of a complete grant package.

1. Cover letter (Optional)	<input type="checkbox"/>
2. Cover/Signature page (proposal summary limited to 100 words or less)	<input type="checkbox"/>
3. High Concentration of Youth Form	<input type="checkbox"/>
4. Proposal Narrative Form (limited to 20 pages) including the following sections:	<input type="checkbox"/>
I. Statement of Need	<input type="checkbox"/>
II. Target Group	<input type="checkbox"/>
III. Planned Approach	<input type="checkbox"/>
IV. Goals and Objectives	<input type="checkbox"/>
V. Local Collaboration	<input type="checkbox"/>
VI. Resource Utilization (Non-WIA Cash/In-Kind Match)	<input type="checkbox"/>
VII. Statement of Capabilities	<input type="checkbox"/>
VIII. Budget Summary	<input type="checkbox"/>
5. SFP Forms	
Target Group Planning Chart - SFP Form 1	<input type="checkbox"/>
Proposal Work Plan - SFP Form 2	<input type="checkbox"/>
Partner Roles and Responsibilities Chart - SFP Form 3	<input type="checkbox"/>
Budget Summary Plan - SFP Form 4	<input type="checkbox"/>
Supplemental Budget Form - SFP Form 5 (if applicable)	<input type="checkbox"/>
Expenditure and Participant Plan - SFP Form 6	<input type="checkbox"/>
6. Copy of non-profit certification [501(c)(3)] from the Federal Internal Revenue Service (if applicable)	<input type="checkbox"/>
7. Copy of non-profit certification [23701(d)] from the California Franchise Tax Board (if applicable)	<input type="checkbox"/>
8. Letters of commitment for non-WIA cash/in-kind match	<input type="checkbox"/>

Section 6 Award and Contracting Process

A. Proposal Evaluation and Recommendation for Funding

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

Criterion	Points
Narrative Section I. Statement of Need	10
Narrative Section II. Target Group	10
Narrative Section III. Planned Approach	25
Narrative Section IV. Goals and Objectives	10
Narrative Section V. Local Collaboration	15
Narrative Section VI Resource Utilization (Non-WIA Cash/In-Kind Match)	10
Narrative Section VII. Statement of Capabilities	10
Narrative Section VIII. Budget Summary Narrative and Plan	10
Total Possible Points	100

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the State will be recommended for funding. The EDD reserves the right to conduct on-site reviews prior to making final funding recommendations. After completion of the evaluation process, funding recommendations will be made to the EDD Director and State Board Executive Director. The LWDA, in consultation with the EDD Director and State Board Executive Director will make recommendations for final funding decisions.

B. Notification of Recommendation for Funding

Following the selection of proposals to be funded, notification will be placed on the EDD Web site and applicants will be notified of the funding decisions. The State expects that the award decision notices will be sent in April 2007.

C. Contracting

The EDD staff will contact the awardees to finalize contract details. In some cases, EDD may request that the contracts incorporate changes to the original project proposals. After the contract negotiations, if any, EDD will mail the subgrant agreement (contract) to the awardees for signature. All awardees must comply with the subgrant General Provisions and Standards of Conduct, Appendix D of this SFP.

The State expects the contract negotiations to begin in April 2007, with a project start date as early as May 1, 2007.

Awardees are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before agreeing to accept

funds awarded under this SFP. The time needed for such official action will affect the awardees ability to meet the earliest project start date of May 1, 2007.

Section 7 Appeal Process

A proposal will be disqualified for not meeting the minimum requirements, and an appeal of that disqualification decision may be filed. There is no appeal process for not meeting the proposal submission deadline. Final funding decisions cannot be appealed. The minimum requirements, which are listed in Part A of Section 5 of the SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring.

The EDD will mail disqualification letters to applicants no later than March 16, 2007. Any appeals must be received in the EDD office by 4 p.m. on March 23, 2007. The appellant must submit the facts in writing. The review will be limited to the information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reasons for appeal, including citations to the SFP and any other pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

The appellant must provide a copy of the appeal letter and the supporting documents to EDD. The EDD will respond in writing to the appeals by March 30, 2007. The review will be limited to determining whether the proposal met the minimum criteria of the SFP.

Appeals must be submitted as follows:

Mail to: ATTN: At-Risk Youth Award SFP Appeals
Workforce Services Branch, MIC 88
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

By courier to: ATTN: At-Risk Youth Award SFP Appeals
Workforce Services Branch, MIC 88
Employment Development Department
800 Capital Mall, Room 2029
Sacramento, CA 95814

Hand deliver to: ATTN: At-Risk Youth Award SFP Appeals
Workforce Services Branch, MIC 88
Employment Development Department
722 Capital Mall, Room 5099
Sacramento, CA 95814

Section 8 Administrative Requirements

A. Monitoring and Audits

Grantees will be monitored and/or audited by the State, in accordance with existing policies, procedures, and requirements governing the use of WIA funds. Grantees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Awardees that are units of local government, or non-profit entities as defined by OMB Circular A-133, must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are subrecipients under WIA Title I and that expend more than the minimum level specified in OMB Circular A-133 (\$500,000 as of January 1, 2004) must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program specific financial and compliance audit.

B. Record Keeping

Awardees will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment of this contract.

C. Reporting

Grantees must have the capability to report expenditures, participant, and outcome data to the State, in a manner that is timely, thorough, and accurate. The State has developed a system for reporting data collected by grant recipients. This system, the Job Training Automation (JTA) system, is also used for disbursing cash to grantees. Grantees will be required to have the approved emulation software for this purpose. The State will provide training on how to use the JTA system. See Appendix F for the JTA minimum computer hardware and software requirements.

At a minimum, grantees must collect and report the required data elements using the JTA system. The State will use those reported data to calculate compliance with the WIA performance goals.

Grantees will compile and submit reports of enrollments, activities, expenditures, and status of cash information by the specified dates and in the specified format as prescribed by the State. Grantees will be required to submit monthly participant and expenditure reports using the JTA system. Additionally grantees will be required to provide an end of project report upon closeout of the project.

All funds awarded under this SFP will follow the WIA reporting requirements available in a series of Information Bulletins and Directives on the EDD's Web site at www.edd.ca.gov/emptran.htm. All funds provided under this SFP are subject to revocation by

the State in the event of failure to meet the performance criteria or reporting requirements as described in this SFP and the grantee's subgrant agreement.

D. Performance Goals

The State's WIA 2006/07 Performance Goals for youth are displayed below. In addition to these goals, applicants are encouraged, but not required, to plan for and report outcomes on literacy and numeracy gains. These overall State goals are provided as a point of reference for applicants in developing their project performance goals. The State recognizes that local performance goals may differ from those presented here. Local program designs may vary significantly and necessitate flexibility in determining performance goals. If the planned performance goals are different than the State performance goals, applicants must provide an explanation in Section IV. Goals and Objectives of the proposal narrative.

For more information on performance measures see WIA Directive [WIAD05-15](#), LWIA Proposed Performance Goals for PY 2005-06 or Department of Labor Training and Employment Guidance Letter (TEGL) 17-05 dated February 17, 2006. WIA Directive WIAD05-15, Attachment 1, lists the Performance Goals for both PY 2005-06 and PY 2006-07

Performance Goal	Performance Level
OLDER YOUTH	
Entered Employment Rate	73%
Retention Rate	81%
Earnings Change	\$3,800
Credential Rate	39%
YOUNGER YOUTH	
Skill Attainment Rate	84%
Diploma or Equivalent Rate	67%
Retention Rate	64%

E. Closeout

A subgrant/line item closeout will be required 60 days after the completion of the grant period. WIA Directive [WIAD06-3](#), WIA Closeout Handbook, provides specific instructions for closeout. Applicants should include costs associated with closeout activities into the budget plan.

F. Compliance

All funds are subject to their related State and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIA and its associated federal regulations, including Title 29 of the Code of Federal Regulations, State and federal WIA directives, and OMB Circulars. Refer to Appendix E, *Internet Resources*, for a list of useful Web sites.

G. Evaluation

The WIA Sections 134 and 136(e) provide for the ongoing evaluation of workforce investment activities. Evaluation of statewide activities allows the State to determine the effectiveness of the Governor's 15 Percent funds in addressing the identified statewide needs. As a result, the State may pursue a statewide evaluation of the projects awarded through this SFP. In the event that a statewide evaluation is implemented, the applicant will be required to participate in that evaluation by providing requested data and information. Additionally, the Life Long Learning Committee is interested in learning what effective practices could be replicated throughout the state. Therefore, all award recipients are expected to document lessons learned, and effective/promising practices ascertained through this project.

APPENDIX A

High Concentration of Youth List Based on 2000 Census Data

Local Areas	Total Youth Population 14 to 21 Years Unrounded	Economically Disadvantaged Youth 14 to 21 Years Unrounded	Disadvantaged as Percent of Total Youth Population "Concentration"	Rank Among LWIA <small>[Highest percent is Rank #1]</small>
SAN BERNARDINO CITY	24,600	9,120	37.1%	1
LONG BEACH CITY	53,550	19,435	36.3%	2
TULARE COUNTY	50,780	17,760	35.0%	3
LOS ANGELES CITY	410,475	139,870	34.1%	4
MERCED COUNTY	28,365	9,575	33.8%	5
FRESNO COUNTY	107,935	36,355	33.7%	6
IMPERIAL COUNTY	19,100	6,140	32.1%	7
OAKLAND CITY	40,405	12,955	32.1%	8
MADERA COUNTY	15,400	4,710	30.6%	9
KERN-INYO-MONO COUNTIES	88,160	26,895	30.5%	10
SANTA BARBARA COUNTY	55,480	16,900	30.5%	11
SANTA ANA CITY	45,285	13,740	30.3%	12
KINGS COUNTY	16,235	4,755	29.3%	13
SAN JOAQUIN COUNTY	73,585	21,470	29.2%	14
NORTEC CONSORTIUM	70,925	20,005	28.2%	15
N. CENTRAL COUNTIES CONSORTIUM	28,685	7,900	27.5%	16
YOLO COUNTY	29,180	7,870	27.0%	17
HUMBOLDT COUNTY	16,195	4,275	26.4%	18
RICHMOND CITY	10,395	2,670	25.7%	19
MOTHER LODGE CONSORTIUM	15,370	3,945	25.7%	20
MENDOCINO COUNTY	10,125	2,555	25.2%	21
SANTA CRUZ COUNTY	32,445	8,170	25.2%	22
LOS ANGELES COUNTY	446,625	110,535	24.7%	23
SAN LUIS OBISPO COUNTY	36,200	8,820	24.4%	24
SOUTH BAY CONSORTIUM	39,245	9,515	24.2%	25
STANISLAUS COUNTY	57,585	13,880	24.1%	26
MONTEREY COUNTY	49,190	11,785	24.0%	27
STATE	3,866,445	914,215	23.6%	
SACRAMENTO COUNTY	135,825	31,050	22.9%	28
RIVERSIDE COUNTY	185,540	41,345	22.3%	29
SAN DIEGO COUNTY	330,380	70,160	21.2%	30
ANAHEIM CITY	36,495	7,700	21.1%	31
SAN FRANCISCO CITY & COUNTY	54,395	11,420	21.0%	32
SAN BERNARDINO COUNTY	196,205	40,970	20.9%	33
FOOTHILL CONSORTIUM	26,785	5,430	20.3%	34
VERDUGO CONSORTIUM	30,215	5,980	19.8%	35
NAPA COUNTY	12,995	2,330	17.9%	36
SAN BENITO COUNTY	6,135	1,085	17.7%	37
SOUTHEAST L.A. COUNTY CONSORTIUM	52,990	9,335	17.6%	38
VENTURA COUNTY	85,580	14,515	17.0%	39
SAN JOSE/SILICON VALLEY	128,615	21,465	16.7%	40
ORANGE COUNTY	221,895	34,700	15.6%	41
ALAMEDA COUNTY	107,295	16,295	15.2%	42
SONOMA COUNTY	50,995	7,655	15.0%	43
SOLANO COUNTY	45,845	6,425	14.0%	44
MARIN COUNTY	18,340	2,315	12.6%	45
N. SANTA CLARA VALLEY (NOVA) CONSORTIUM	41,400	5,215	12.6%	46
CONTRA COSTA COUNTY	85,850	10,610	12.4%	47
CARSON-LOMITA-TORRANCE CITIES	24,940	2,995	12.0%	48
SAN MATEO COUNTY	63,500	7,485	11.8%	49
GOLDEN SIERRA	52,710	6,130	11.6%	50

APPENDIX B

WIA Allowable Activities

Core Services

1. Determinations of whether the individuals are eligible to receive assistance.
2. Outreach, intake (which may include worker profiling), and orientation to the information and other available services.
3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.
4. Job search and placement assistance, and where appropriate, career counseling.
5. Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—
 - a. Job vacancy listings in such labor market areas
 - b. Information on job skills necessary to obtain the jobs described in clause 5.a.
 - c. Information relating to local occupations in demand and the earnings and skill requirements for such occupations
6. Provision of performance information and program cost information on training services, youth activities, adult education, post-secondary vocational activities, and vocational rehabilitation program activities.
7. Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate.
8. Provision of information regarding filing claims for unemployment compensation.
9. Assistance in establishing eligibility for Programs of financial aid assistance for training and education programs that are available in the local area.
10. Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Intensive Services

1. Comprehensive and specialized assessments of the skill levels and service needs which may include:
 - a. Diagnostic testing and use of other assessment tools
 - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.
3. Group counseling
4. Individual counseling and career planning
5. Case management for participants seeking training services
6. Short term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

Training Services

1. Occupational skills training, including training for nontraditional employment
2. On-the-job training
3. Programs that combine workplace training with related instruction, which may include cooperative education programs
4. Training programs operated by the private sector
5. Skill upgrading and retraining
6. Entrepreneurial training
7. Job readiness training
8. Adult education and literacy activities provided in combination with services described in any of clauses 1 through 7.
9. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Follow-up Services

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations based on the length of the contract and the funding available to the applicant. While follow-up services must be made available, not all participants who are registered and placed into unsubsidized employment will need or want such services.

Follow-up services could include, but are not limited to: additional career planning and counseling; contact with the participant's employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities; and referral to supportive services available in the community.

APPENDIX C

Administrative Cost Definitions

There is an administrative cost limit of ten percent of the total funds awarded under this contract.

All local grant recipients and lower tier subrecipients must follow the federal allowable cost principles that apply to their type of organization. The DOL regulations at 29 CFR 95.27 and 29 CFR 97.22 identify the federal principles for determining allowable costs that must be followed.

Although administrative in nature, costs of information technology—computer hardware and software—needed for tracking and monitoring of WIA program, participant, or performance requirements; or for collecting, storing and disseminating information, are excluded from the administrative cost limit calculation.

- (a) The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients, as well as, local grant recipients, local grant subrecipients, local fiscal agent, and which are not related to the direct provision of WIA services, including services to participants and employers. These costs can be both personnel and non-personnel, and both direct and indirect.
- (b) The costs of administration are the costs associated with performing the following functions:
 - (1) Performing the following overall general administrative functions and coordination of those functions under WIA Title I:
 - (i) Accounting, budgeting, financial and cash management functions
 - (ii) Procurement and purchasing functions
 - (iii) Property management functions
 - (iv) Personnel management functions
 - (v) Payroll functions
 - (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports
 - (vii) Audit functions
 - (viii) General legal services functions
 - (ix) Developing systems and procedures, including information systems, required for these administrative functions
 - (2) Performing oversight and monitoring responsibilities related to WIA administrative functions.
 - (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.

- (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA systems.
 - (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.
- (c)
- (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
 - (2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - (3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - (4) Except as provided at paragraph (c)(1), all costs incurred for functions and activities of subrecipients and vendors are program costs.
 - (5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
 - (i) Tracking or monitoring of participant and performance information
 - (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information
 - (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities
 - (iv) Local area performance information
 - (v) Information relating to supportive services and unemployment insurance claims for program participants
 - (6) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

APPENDIX D

General Provisions and Standards of Conduct

1. Compliance

In performance of this subgrant agreement, Subgrantee will fully comply with:

- a) The provisions of the Workforce Investment Act (WIA) and all regulations, legislation, directives, policies, procedures, and amendments issued pursuant thereto.
- b) All State legislation and regulations to the extent permitted by federal law and all policies, directives and/or procedures, which implement the WIA.
- c) The provisions of Public Law 107-288, Jobs for Veterans Act, as the law applies to Department of Labor (DOL) job training programs.
- d) Subgrantee will ensure diligence in managing programs under this subgrant agreement, including performing appropriate monitoring activities and taking prompt corrective action against known violations of the WIA. ***Subgrantee agrees to conform to the provisions of the WIA and the contract requirements as referenced in 29 CFR Part 95, Appendix A and 29 CFR, Part 97.36(i)(1-13).***

This subgrant agreement contains the entire agreement of the parties and supersedes all negotiations, verbal or otherwise and any other agreement between the parties hereto. This subgrant agreement is not intended to and will not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the Subgrantor and the Subgrantee. Subgrantee represents and warrants it is free to enter into and fully perform this subgrant agreement.

2. Certification/Assurances

Except as otherwise indicated, the following certifications apply to all Subgrantee's:

- a) Corporate Registration: The Subgrantee, if it is a corporation, certifies it is registered with the Secretary of State of the State of California.
- b) The Subgrantee agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which, prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to ADA. (42 U.S.C.12101 et seq.)
- c) Sectarian Activities: The Subgrantee certifies that this subgrant agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatsoever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state.
- d) National Labor Relations Board: The Subgrantee (if not a public entity), by signing this subgrant agreement, does swear under penalty of perjury, that no more than

one final unappeasable finding of contempt of court by a federal court has been issued against the Subgrantee within the immediately preceding two-year period because of Subgrantee's failure to comply with an order of a federal court, which orders the Subgrantee to comply with an order of the National Labor Relations Board (PCC10296).

- e) Prior Findings: Subgrantee, by signing this subgrant agreement, does swear under penalty of perjury, that it has not failed to satisfy any major condition in a current or previous subgrant agreement with the DOL or the State of California and has not failed to satisfy conditions relating to the resolution of a final finding and determination, including repayment of debts.
- f) The Subgrantee agrees to comply with Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- g) The Subgrantee agrees to comply with the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- h) The Subgrantee agrees to comply with Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- i) Drug-Free Workplace Certification: By signing this subgrant agreement the Subgrantee hereby certifies under penalty of perjury under the laws of the State of California that the Subgrantee will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - (1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - (2) Establish a Drug-Free Awareness Program as required to inform employees about:
 - the dangers of drug abuse in the workplace;
 - the person's or organization's policy of maintaining a drug-free workplace;
 - any available counseling, rehabilitation and employee assistance programs; and,
 - penalties that may be imposed upon employees for drug abuse violations.
 - (3) Every employee who works on this subgrant agreement will:
 - receive a copy of the company's drug-free policy statement; and,
 - agree to abide by the terms of the company's statement as a condition of employment on the subgrant/contract.

- j) Child Support Compliance Act: In accordance with the Child Support Compliance Act, the Subgrantee recognizes and acknowledges:
- (1) The importance of child and family support obligations and shall fully comply with applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and that to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).
- k) Debarment and Suspension Certification: By signing this subgrant agreement, the Subgrantee hereby certifies under penalty of perjury under the laws of the State of California that the Subgrantee will comply with regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98.510, that the prospective participant (i.e., grantee), to the best of its knowledge and belief, that it and its principals:
- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transitions by any federal department or agency.
 - (2) Have not within a three-year period preceding this subgrant agreement been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in Section 2 of this certification.
 - (4) Have not within a three year period preceding this subgrant agreement had one or more public transactions (federal, state or local) terminated for cause of default.
- Where the Subgrantee is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.
- l) Lobbying Restrictions: By signing this subgrant agreement the Subgrantee hereby assures and certifies to the lobbying restrictions which are codified in the DOL regulations at 29 CFR Part 93.
- (1) No federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant loan, or cooperative agreement, and the extension,

continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this subgrant agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of the lobbying restrictions be included in the award documents for subgrant agreement transactions over \$100,000 (per OMB) at all tiers (including subgrant agreements, contracts and subcontracts, under grants, loan, or cooperative agreements), and that all subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

m) Priority Hiring Considerations:

If this subgrant includes services in excess of \$200,000, the Subgrantee shall give priority consideration in filling vacancies in positions funded by the subgrant to qualified recipients of aid under Welfare and Institutions Section Code 11200 in accordance with Public Contract Code Section 10353.

n) Sweatfree Code of Conduct:

- (1) All Subgrantees contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The Subgrantee further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.
- (2) The Subgrantee agrees to cooperate fully in providing reasonable access to the subgrantees' records, documents, agents or employees, or premises if reasonably required by authorized officials of the Subgrantor, the Department of Industrial

Relations, or the Department of Justice to determine the subgrantees' compliance with the requirements under paragraph a of the Sweatfree Code of Conduct.

- o) Unenforceable Provision: In the event that any provision of this subgrant agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this subgrant agreement have force and effect and shall not be affected hereby.

p) Nondiscrimination Clause

- a) The conduct of the parties to this subgrant agreement will be in accordance with Title VI of the Civil Rights Act of 1964, and the Rules and Regulations promulgated there under and the provisions of WIA, Section 188. In addition:

- (1) During the performance of this subgrant agreement, Subgrantee and Subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, pregnancy disability and denial of family care leave. Subgrantees and Subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subgrantee and Subcontractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 g-f, et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, and Section 7285. et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990(a-f), set forth in Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this subgrant agreement or its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- (2) This Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the subgrant agreement.
- (3) This Subgrantee agrees to conform to nondiscrimination provisions of the WIA and other federal nondiscrimination requirements referenced in 29 CFR, Part 37.

q) Indemnification:

- (1) The following provision applies only if the Subgrantee is a governmental entity: Pursuant to the provision of Section 895.4 of the California Government Code, each party agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from acts or omissions of the indemnifying party.

- (2) The following provision applies only if the Subgrantee is a non-governmental entity:

The Subgrantee agrees to the extent permitted by law, to indemnify, defend and save harmless the Subgrantor, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materials persons, laborers and any other persons, firms or corporations, furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any persons, firms or corporations which may be injured or damaged by the Subgrantee in the performance of this subgrant agreement.

Failure to comply with all requirements of the certifications in Section 2 may result in suspension of payment under this subgrant agreement or termination of this subgrant agreement or both, and the Subgrantee may be ineligible for award of future state subgrant agreements/contracts if the department determines that any of the following has occurred: (1) false information on the certifications, or (2) violation of the terms of the certifications by failing to carry out the requirements as noted above.

3. Standards of Conduct

The following standards apply to all Subgrantees.

- a) General Assurance: Every reasonable course of action will be taken by the Subgrantee in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This subgrant agreement will be administered in an impartial manner, free from efforts to gain personal, financial or political gain. Subgrantee agrees to conform to the nondiscrimination requirements as referenced in WIA, Section 188.
- b) Avoidance of Conflict of Economic Interest: An executive or employee of the Subgrantee, an elected official in the area or a member of the Local Board, will not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by the Subgrantee or Subgrantor: Supplies, materials, equipment or services purchased with subgrant agreement funds will be used solely for purposes allowed under this subgrant agreement. No member of the Local Board will cast a vote on the provision of services by that member (or any organization, which that member represents) or vote on any matter which would provide direct financial benefit to that member (or immediate family of the member) or any business or organization which the member directly represents.

4. Coordination

Subgrantee will, to the maximum extent feasible, coordinate all programs and activities supported under this part with other programs under the WIA, including the Wagner-Peyser Act, Title 38 of the United States Code, and other employment and training programs at the state and local level.

Subgrantee will consult with the appropriate labor organizations and/or employer representatives in the design, operation or modification of the programs under this subgrant agreement.

5. Subcontracting

- a) Any of the work or services specified in this subgrant agreement which will be performed by other than by the Subgrantee will be evidenced by a written agreement specifying the terms and conditions of such performance.
- b) The Subgrantee will maintain and adhere to an appropriate system, consistent with federal, state and local law, for the award and monitoring of contracts which contain acceptable standards for insuring accountability.
- c) The system for awarding contracts will contain safeguards to insure that the Subgrantee does not contract with any entity whose officers have been convicted of fraud or misappropriation of funds within the last two years.

6. Insurance

Except for city and county governmental entities, Subgrantees must provide the Subgrantor evidence of the coverage specified in a, b, c and d below. The evidence of coverage shall include the registration number of the subgrant agreement for identification purposes.

- a) Subgrantee will obtain a fidelity bond in an amount of not less than _____, prior to the receipt of funds under this subgrant agreement. If the bond is canceled or reduced, Subgrantee will immediately so notify the Subgrantor. In the event the bond is canceled or revised, the Subgrantor will make no further disbursements until it is assured that adequate coverage has been obtained.
- b) Subgrantee will provide general liability insurance with a combined limit of \$1,000,000 or public liability and property damage coverage with a combined limit of not less than \$1,000,000.
- c) Subgrantee will provide broad form automobile liability coverage with limits as set forth in (b) above, which applies to both owned/leased and non-owned automobiles used by the Subgrantee or its agents in performance of this subgrant agreement, or, in the event that the Subgrantee will not utilize owned/leased automobiles but intends to require employees, trainees or other agents to utilize their own automobiles in performance of this subgrant agreement, Subgrantee will secure and maintain on file from all such employees, trainees or agents a self-certification of automobile insurance coverage.
- d) Subgrantee will provide Worker's Compensation Insurance, which complies with provisions of the California Labor Code, covering all employees of the Subgrantee and all participants enrolled in work experience programs. Medical and Accident Insurance will be carried for those participants not qualifying as "employee" (Section 3350, et seq. of the California Labor Code) for Worker's Compensation.
- e) The Subgrantor will be named as "Certificate Holder" of policies secured in compliance with paragraphs a-d above and will be provided certificates of insurance or insurance company "binders" prior to any disbursement of funds under this

subgrant agreement, verifying the insurance requirements have been complied with. The coverage noted in b and c above must contain the following clauses:

- (1) Insurance coverage will not be canceled or changed unless 30 days prior to the effective date of cancellation or change written notice is sent by the Subgrantee to:

WIA - Financial Management Unit
Employment Development Department
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

- (2) State of California, its officers, agents, employees and servants are included as additional insured, but only insofar as the operations under this subgrant agreement are concerned.
- (3) The State of California is not responsible for payment of premiums or assessments on this policy

7. Resolution

A county, city, district or other local public body must provide the state with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of this subgrant agreement. Preferably resolutions should authorize a designated position rather than a named individual.

8. Funding

It is mutually understood between the parties that this subgrant agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the subgrant agreement was executed after that determination was made.

This subgrant agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate state fiscal years covered by this subgrant agreement for the purposes of this program and; (2) sufficient funds available to the state by the United States Government for the fiscal years covered by this subgrant agreement for the purposes of this program. In addition, this subgrant agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress and Legislature or any statute enacted by the Congress and Legislature which may affect the provisions, terms, or funding of this subgrant agreement in any manner.

- a) At the expiration of the terms of this subgrant agreement or upon termination prior to the expiration of this subgrant agreement, funds not obligated for the purpose of this subgrant agreement will be immediately remitted to the Subgrantor, and no longer available to the Subgrantee.

- b) The Subgrantor retains the right to suspend financial assistance, in whole or in part, to protect the integrity of the funds or to ensure proper operation of the program, providing the Subgrantee is given prompt notice and the opportunity for an informal review of the Subgrantor's decision. The Chief Deputy Director or his designee will perform this informal review and will issue the final administrative decision within 60 days of receiving the written request for review. Failure on the part of the Subgrantee or a Subcontractor of the Subgrantee to comply with the provisions of this subgrant agreement, or with the WIA or regulations, when such failure involves fraud or misappropriation of funds, may result in immediate withholding of funds.

9. Accounting and Cash Management

- a) Subgrantee will comply with controls, record keeping and fund accounting procedure requirements of WIA, federal and state regulations and directives to ensure the proper disbursement of, and accounting for, program funds paid to the Subgrantee and disbursed by the Subgrantee, under this subgrant agreement.
- b) Subgrantee will submit requests for cash to coincide with immediate cash needs and assure that no excess cash is on deposit in their accounts or the accounts of any sub-contracting service provider in accordance with procedures established by the Subgrantor. Failure to adhere to these provisions may result in suspending cash draw down privileges and providing funds through a reimbursement process.
- c) The Subgrantor retains the authority to adjust specific amounts of cash requested if the Subgrantor's records and subsequent verification with the Subgrantee indicate that the Subgrantee has an excessive amount of cash in its account.
- d) Income (including interest income) generated as a result of the receipt of WIA activities, will be utilized in accordance with policy and procedures established by the Subgrantor. Subgrantee will account for any such generated income separately.
- e) Subgrantee shall not be required to maintain a separate bank account but shall separately account for WIA funds on deposit. All funding under this subgrant agreement, will be made by check or wire transfer payable to the Subgrantee for deposit in Subgrantee's bank account or city and county governmental bank accounts. To provide for the necessary and proper internal controls, funds should be withdrawn and disbursed by no less than two representatives of the Subgrantee. The Subgrantor will have a lien upon any balance of WIA funds in these accounts, which will take priority over all other liens or claims.

10. Amendments

This subgrant agreement may be unilaterally modified by the Subgrantor under the following circumstances:

- a) There is an increase or decrease in federal or state funding levels.
- b) A modification to the Subgrant is required in order to implement an adjustment to a Subgrantee's plan.

- c) Funds awarded to the Subgrantee have not been expended in accordance with the schedule included in the approved Subgrantee's plan. After consultation with the Subgrantee, the Subgrantor has determined that funds will not be spent in a timely manner, and such funds are for that reason to the extent permitted by and in a manner consistent with state and federal law, regulations and policies, reverting to the Subgrantor.
- d) There is a change in state and federal law or regulation requiring a change in the provisions of this subgrant agreement.
- e) An amendment is required to change the Subgrantees' name as listed on this subgrant agreement. Upon receipt of legal documentation of the name change the state will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

Except as provided above, this subgrant agreement may be amended only in writing by the mutual agreement of both parties.

11. Reporting

Subgrantee will compile and submit reports of activities, expenditures, status of cash and closeout information by the specified dates as prescribed by the Subgrantor. All expenditure reports must be submitted upon the accrual basis of accounting. Failure to adhere to the reporting requirements of this agreement will result in funds not being released.

12. Termination

This subgrant agreement may be terminated in whole or in part for either of the two following circumstances:

- a) Termination for Convenience - Either the Subgrantor or the Subgrantee may request a termination, in whole or in part, for convenience. The Subgrantee will give a ninety- (90) calendar-day advance notice in writing to the Subgrantor. The Subgrantor will give a ninety (90) calendar-day advance notice in writing to the Subgrantee.
- b) Termination for Cause - The Subgrantor may terminate this subgrant agreement in whole or in part when it has determined that the Subgrantee has substantially violated a specific provision of the WIA regulations or implementing state legislation and corrective action has not been taken.
 - (1) All notices of termination must be in writing and be delivered personally or by deposit in the U. S. Mail, postage prepaid, "Certified Mail-Return Receipt Requested", and will be deemed to have been given at the time of personal delivery or of the date of postmark by the U. S. Postal Service.

Notices to the Subgrantee will be addressed to:

Notices to the Subgrantor will be addressed to:

Financial Management Unit
Workforce Services Division
Employment Development Department
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

13. **Records**

- a) If participants are served under this subgrant agreement, the Subgrantee will establish a participant data system as prescribed by the Subgrantor.
- b) Subgrantee will retain all records pertinent to this subgrant agreement for a period of three years from the date of final payment of this subgrant agreement. If, at the end of three years, there is litigation or an audit involving those records, the Subgrantee will retain the records until the resolution of such litigation or audit.
- c) The Subgrantor and/or the U. S. DOL, or their designee will have access to and right to examine, monitor and audit all records, documents, conditions and activities related to programs funded by this subgrant agreement. **For purposes of this section, “access to” means that the Subgrantee shall at all times maintain within the State of California a complete set of records and documents related to programs funded by this agreement. The Subgrantee shall comply with this requirement regardless of whether it ceases to operate or maintain a presence within the State of California before the expiration of the subgrant.** Subgrantee's performance under the terms and conditions herein specified will be subject to an evaluation by the Subgrantor of the adequacy of the services performed, timeliness of response and a general impression of the competency of the firm and its staff.

14. **Audits**

- a) The Subgrantee will maintain and make available to auditors, at all levels, accounting and program records including supporting source documentation and cooperate with all auditors. All governmental and non-profit organizations must follow the audit requirements **(single audit or program-specific audit requirement)** of OMB Circular A-133 (29 CFR 97.26 and 29 CFR 95.26).

- b) The Subgrantee and/or auditors performing monitoring or audits of the Subgrantee or its sub-contracting service providers will immediately report to the Subgrantor any incidents of fraud, abuse or other criminal activity in relation to this subgrant agreement, the WIA, or its regulations.

15. Disallowed Costs

Except to the extent that the state determines it will assume liability, the Subgrantee will be liable for and will repay, to the Subgrantor, any amounts expended under this subgrant agreement found not to be in accordance with WIA including, but not limited to, disallowed costs. Such repayment will be from funds (Non-Federal), other than those received under the WIA.

16. Conflicts

- a) Subgrantee will cooperate in the resolution of any conflict with the U. S. DOL that may occur from the activities funded under this agreement.
- b) In the event of a dispute between the Subgrantor and the Subgrantee over any part of this subgrant agreement, the dispute may be submitted to non-binding arbitration upon the consent of both the Subgrantor and the Subgrantee. An election for arbitration pursuant to this provision will not preclude either party from pursuing any remedy for relief otherwise available.

17. Grievances and Complaint System

Subgrantee will establish and maintain a grievance and complaint procedure in compliance with the WIA, federal regulations and state statutes, regulations and policy.

18. Property

All property, whether finished or unfinished documents, data, studies and reports prepared or purchased by the Subgrantee under this subgrant agreement, will be disposed of in accordance with the direction of the Subgrantor. In addition, any tools and/or equipment furnished to the Subgrantee by the Subgrantor and/or purchased by the Subgrantee with funds pursuant to this subgrant agreement will be limited to use within the activities outlined in this subgrant agreement and will remain the property of the United States Government and/or the Subgrantor. Upon termination of this subgrant agreement, Subgrantee will immediately return such tools and/or equipment to the Subgrantor or dispose of them in accordance with the direction of the Subgrantor.

19. Intellectual Property Provisions

a) Federal Funding

In any subgrant funded in whole or in part by the federal government, Subgrantor may acquire and maintain the Intellectual Property rights, title, and ownership, which result directly or indirectly from the subgrant, except as provided in 37 Code of Federal Regulations part 401.14. However, pursuant to 29 CFR section 97.34 the federal government shall have a royalty-free, non-exclusive, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

b) Ownership

- (1) Except where Subgrantor has agreed in a signed writing to accept a license, Subgrantor shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all intellectual property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement.
- (2) For the purposes of this subgrant agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will, any data or information maintained, collected or stored in the ordinary course of business by Subgrantor, and all other legal rights protecting intangible proprietary information as may exist now and/or hereafter come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.
 - (a) For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos, computer software and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. "Works" does not include articles submitted to peer review or reference journals or independent research projects.
- (3) In the performance of this subgrant agreement, Subgrantee may exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this subgrant agreement. In addition, under this subgrant agreement, Subgrantee may access and utilize certain of Subgrantor's intellectual property in existence prior to the effective date of this subgrant agreement. Except as otherwise set forth herein, Subgrantee shall not use any of Subgrantor's Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of Subgrantor. Except as otherwise set forth herein, neither the Subgrantee nor Subgrantor shall give any ownership interest in or rights to its Intellectual Property to the other Party. If, during the term of this subgrant agreement, Subgrantee accesses any third-party Intellectual Property that is licensed to Subgrantor, Subgrantee

agrees to abide by all license and confidentiality restrictions applicable to Subgrantor in the third-party's license agreement.

- (4) Subgrantee agrees to cooperate with Subgrantor in establishing or maintaining Subgrantor's exclusive rights in the Intellectual Property, and in assuring Subgrantor's sole rights against third parties with respect to the Intellectual Property. If the Subgrantee enters into any agreements or subcontracts with other parties in order to perform this subgrant agreement, Subgrantee shall require the terms of the agreement(s) to include all Intellectual Property provisions of **paragraph nineteen a) through nineteen i)**. Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to Subgrantor all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, subgrantee or subgrantor and which result directly or indirectly from this subgrant agreement or any subcontract.
- (5) Pursuant to paragraph nineteen (b) (4) of the Intellectual Property Provisions in Exhibit BB to this subgrant agreement, the requirement for the Subgrantee to include all Intellectual Property Provisions of paragraph nineteen a) through nineteen i) of the Intellectual Property Provisions in all agreements and subcontracts it enters into with other parties does not apply to subgrant agreements or subcontracts that are for customized and on-the-job training as authorized under 20 CFR 663.700-730.
- (6) Subgrantee further agrees to assist and cooperate with Subgrantor in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce Subgrantor's Intellectual Property rights and interests.

c) Retained Rights/License Rights

- (1) Except for Intellectual Property made, conceived, derived from, or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement, Subgrantee shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this subgrant agreement. Subgrantee hereby grants to Subgrantor, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose of Subgrantee's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this subgrant, unless Subgrantee assigns all rights, title and interest in the Intellectual Property as set forth herein.
- (2) Nothing in this provision shall restrict, limit, or otherwise prevent Subgrantee from using any ideas, concepts, know-how, methodology or techniques related to its performance under this subgrant agreement, provided that

Subgrantee's user does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of Subgrantor or third party, or result in a breach or default of any provisions of **paragraph nineteen a) through nineteen i)** or result in a breach of any provisions of law relating to confidentiality.

d) Copyright

- (1) Subgrantee agrees that for purposes of copyright law, all works (as defined in Ownership, paragraph nineteen (b) (2) (a) of authorship made by or on behalf of Subgrantee in connection with Subgrantee's performance of this subgrant agreement shall be deemed "works made for hire." Subgrantee further agrees that the work of each person utilized by Subgrantee in connection with the performance of this subgrant agreement will be a "work made for hire," whether that person is an employee of Subgrantee or that person has entered into an agreement with Subgrantee to perform the work. Subgrantee shall enter into a written agreement with any such person that: (i) all work performed for Subgrantee shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to Subgrantor to any work product made, conceived, derived from or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement.
- (2) All materials, including, but not limited to, computer software, visual works or text, reproduced or distributed pursuant to this subgrant agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement may not be reproduced or disseminated without prior written permission from Subgrantor.

e) Patent Rights

With respect to inventions made by Subgrantee in the performance of this subgrant agreement, which did not result from research and development specifically included in the Subgrant's scope of work, Subgrantee hereby grants to Subgrantor a license as described under **paragraph nineteen c)** for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the subgrant agreement's scope of work, then Subgrantee agrees to assign to Subgrantor, without addition compensation, all its right, title and interest in and to such inventions and to assist Subgrantor in securing United States and foreign patents with respect thereto.

f) Third-Party Intellectual Property

Except as provided herein, Subgrantee agrees that its performance of this subgrant agreement shall not be dependent upon or include any Intellectual Property of Subgrantee or third party without first: (i) obtaining Subgrantor's prior written approval; and (ii) granting to or obtaining for Subgrantor's, without additional compensation, a license, as described in **paragraph nineteen c)**, for any of Subgrantee's or third-party's Intellectual Property in existence prior to the

effective date of this subgrant agreement. If such a license upon these terms is unattainable, and Subgrantor determines that the Intellectual Property should be included in or is required for Subgrantee's performance of this subgrant agreement, Subgrantee shall obtain a license under terms acceptable to Subgrantor.

g) Warranties

(1) Subgrantee represents and warrants that:

- (a) It has secured and will secure all rights and licenses necessary for its performance of this subgrant agreement.
- (b) Neither Subgrantee's performance of this subgrant agreement, nor the exercise by either Party of the rights granted in this subgrant agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There are currently no actual or threatened claims by any such third party based on an alleged violation of any such right by Subgrantee.
- (c) Neither Subgrantee's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.
- (d) It has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers or releases from all authors.
- (e) Of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, sites locations, property or props that may be used or shown.
- (f) It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to Subgrantor in this subgrant agreement.
- (g) It has appropriate systems and controls in place to ensure that state and federal funds will not be used in the performance of this subgrant agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
- (h) It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Subgrantee's performance of this subgrant agreement.

- (2) SUBGRANTOR MAKES NO WARRANTY, THAT THE INTELLECTUAL PROPERTY RESULTING FROM THIS SUBGRANT AGREEMENT DOES NOT INFRINGE UPON ANY PATENT, TRADEMARK, COPYRIGHT OR THE LIKE, NOW EXISTING OR SUBSEQUENTLY ISSUED.

h) Intellectual Property Indemnity

- (1) Subgrantee shall indemnify, defend and hold harmless Subgrantor and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products, ("Indemnities") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim action, or proceeding, commenced or threatened) to which any of the Indemnities may be subject, whether or not Subgrantee is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of Subgrantee pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of Subgrantor's use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Subgrantee or Subgrantor and which result directly or indirectly from this subgrant agreement. This indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that was issued after the effective date of this subgrant agreement. Subgrantor reserves the right to participate in and/or control, at Subgrantee's expense, any such infringement action brought against Subgrantor.
- (2) Should any Intellectual Property licensed by the Subgrantee to Subgrantor under this subgrant agreement become the subject of an Intellectual Property infringement claim, Subgrantee will exercise its authority reasonably and in good faith to preserve Subgrantor's right to use the licensed Intellectual Property in accordance with this subgrant agreement at no expense to Subgrantor. Subgrantor shall have the right to monitor and appear through its own counsel (at Subgrantee's expense) in any such claim or action. In the defense or settlement of the claim, Subgrantee may obtain the right for Subgrantor to continue using the licensed Intellectual Property or, replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, Subgrantor may be entitled to a refund of all monies paid under this subgrant agreement, without restriction or limitation of any other rights and remedies available at law or in equity.
- (3) Subgrantee agrees that damages alone would be inadequate to compensate Subgrantor for breach of any term of these Intellectual Property provisions of **paragraph nineteen a) through nineteen i)** by Subgrantee. Subgrantee

acknowledges Subgrantor would suffer irreparable harm in the event of such breach and agrees Subgrantor shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

i) Survival

The provisions set forth herein shall survive any termination or expiration of this subgrant agreement or any project schedule.

20. Confidentiality Requirements

The State of California and the Subgrantee will exchange various kinds of information pursuant to this subgrant agreement. That information will include data, applications, program files, and databases. These data and information are confidential when they define an individual or an employing unit. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to, the Employment Development Department, the California Department of Social Services, the California Department of Education, the California Department of Corrections, the County Welfare Department(s), the County IV-D Directors Office of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges and the Department of Alcohol and Drug Programs. The Subgrantor and Subgrantee agree that:

- a) Each party shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a “need-to-know” basis.
- b) Each party shall provide written instructions to all of its employees with access to information provided by the other party of the confidential nature of the information and of the penalties for unauthorized use or disclosure found in section 1798.55 of the Civil Code, section 502 of the Penal Code, section 2111 of the Unemployment Insurance Code, section 10850 of the Welfare and Institutions Code and other applicable local, state and federal laws.
- c) Each party shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information by means of a computer.
- d) Each party shall promptly return to the other party confidential information when its use ends, or destroy the confidential information utilizing an approved method of destroying confidential information: shredding, burning, or certified or witnessed destruction. Magnetic media are to be degaussed or returned to the other party.
- e) If the Subgrantor or Subgrantee enters into an agreement with a third party to provide WIA services, the Subgrantor or Subgrantee agrees to include these data and security and confidentiality requirements in the agreement with that third party. In no event shall said information be disclosed to any individual outside of that third party’s authorized staff, subcontractor(s), service providers, or employees.

Additional Confidentiality Requirements

Additional requirements for subcontractor providing resume-distribution services to One-Stop clients:

- f) The Subgrantee may, in its operation of the One-Stops, permit a One-Stop Operator to enter into a subcontract to manage confidential information. This subcontract may allow an individual to register for resume-distribution services at the same time the individual enrolls in CalJOBSSM. Subgrantee shall ensure that all such subcontracts comply with the intellectual property requirements of paragraph 19 of this Subgrant, the confidentiality requirements of paragraph 20 of this Subgrant and any other terms of this Subgrant that may be applicable. In addition, the following requirements must be included in the subcontracts:
- (1) All client information submitted over the Internet to the subcontractor's databases must be protected, at a minimum, by 128-bit Secure Socket Layer (SSL) encryption. Clients' social security numbers must be stored in a separate database within the subcontractor's network of servers, and protected by a firewall and a secondary database server firewall or AES¹ data encryption. If a subcontractor receives client social security numbers or other confidential information in the course of business, for example a resume-distribution service that provides enrollment in CalJOBSSM, social security numbers must be destroyed within two days after the client registers for CalJOBSSM. If a subcontractor obtains confidential information as an agent of the subgrantee, the subcontract must specifically state the purpose for the data collection and the term of records retention must be stated, and directly related, to the purpose and use of the information. In accordance with 29 Code of Federal Regulations 97.42, social security numbers and other client specific information shall not be retained for more than three years after a client completes services. The subgrantee should extend this period, only if any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the three-year retention period. In this case the records should be maintained until completion of the action and resolution of all issues arising from it, or until the close of the three-year retention period, whichever is later. (29 CFR sec. 97.42 (b)(2).)
 - (2) Client information (personal information that identifies a client such as name and social security number) and/or demographic information of a client (such as wage history, address, and previous employment) shall not be used as a basis for commercial solicitation during the time the client or agency is using the subcontractor's services. Client information and/or demographic information shall not be used for any purposes other than those specific program purposes set forth in the subcontract.
 - (3) A One-Stop client must still be given the option to use the One-Stop's services, including CalJOBSSM, even if he or she chooses not to use any services of the subcontractor. This option shall be prominently, clearly and immediately communicated to the client upon registration within the One-Stop or for

CalJOBSSM, the subcontractor's resume-distribution services, or any other services subcontractor offers to the client or the One-Stop Operator.

- (4) The subcontractor must clearly disclose all of its potential and intended uses of the client's personal and/or demographic information for the services the clients seeks and for any other services the subcontractor offers. The subcontractor shall not use a client's personal and/or demographic information without the client's prior permission. A link to the subcontractor's Privacy Policy shall appear prominently on the registration screens that list the potential and intended uses of the client's personal and/or demographic information.
- (5) When the Subgrantor modifies State automated systems such as the State CalJOBSSM System, it shall provide reasonable notice of such changes to the Subgrantee. The Subgrantee shall be responsible to communicate such changes to the One-Stop Operator(s) in the local area.
- g) Each party shall designate an employee who shall be responsible for overall security and confidentiality of its data and information systems and each party shall notify the other of any changes in that designation. As of this date, the following are those individuals:

FOR THE SUBGRANTOR

Name: Elizabeth J. Clingman
Title: Section Manager
Address: P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001
Telephone: (916) 654-9699
Fax: (916) 654-9586

FOR THE SUBGRANTEE

Name:
Title:
Telephone:
Fax:

21. Signatures

This subgrant agreement is of no force and effect until signed by both of the parties hereto. Subgrantee will not commence performance prior to the beginning of this subgrant agreement.

APPENDIX E

Internet Resources

The following Internet addresses are a valuable source of information that may be needed in developing project plans, building partnerships, and responding to questions in the SFP.

www.edd.ca.gov/wiarep/wiaspind.htm	The WIA SFP and related information can be accessed from the EDD's Workforce Development Solicitations for Proposals page.
www.edd.ca.gov www.labormarketinfo.edd.ca.gov/cgi/dataanalysis/?PAGEID=94	<p>Employment Development Department</p> <p>The EDD is the administrative entity for the WIA SFP. This site contains or links to a wide range of employment and training resources, including labor market information.</p> <p>EDD's Labor Market Information website contains data by industry/business that can be useful in preparing your proposal.</p>
www.caled.org	<p>California Association for Local Economic Development (CALED)</p> <p>CALED is an economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California.</p>
www.rn.ca.gov	<p>California Board of Registered Nursing</p> <p>Provides online services and information to Nurses, including legislative updates and licensing assistance.</p>
www.dhs.ca.gov	<p>California Department of Health Services</p> <p>Serves the people of California by working to protect and improve public health.</p>
www.dmh.ca.gov	<p>California Department of Mental Health</p> <p>Provides leadership to the California mental health system.</p>
www.dor.ca.gov	<p>California Department of Rehabilitation</p> <p>Provides information and services to rehabilitation professionals and consumers.</p>

www.dss.ca.gov	California Department of Social Services California Department of Social Services Home Page
www.labor.ca.gov/panel/default.htm	California Economic Strategy Panel The bipartisan California Economic Strategy Panel was established in 1993 to develop an overall economic vision and strategy to guide public policy. The Panel engages in an objective and collaborative biennial planning process that examines economic regions, industry clusters, and cross-regional economic issues. The California Regional Economies Project is currently the lead mechanism for these efforts.
www.etp.ca.gov	California Employment Training Panel (ETP) The ETP is a statewide economic development program that supports retraining of incumbent workers. The ETP also funds the training of unemployed workers for high-skill, high-wage, secure jobs.
www.chhs.ca.gov	California Health and Human Services Agency (CHHS) The CHHS has the lead responsibility for State agency collaboration in implementing the Nurse Workforce Initiative.
www.labor.ca.gov/	California Labor and Workforce Development Agency The California Labor and Workforce Development Agency is an executive branch agency, and the secretary is a member of the Governor's cabinet. The agency oversees seven major departments, boards, and panels that serve California businesses and workers including the Employment Development Department.
www.nurse.ca.gov	California Nurse Outreach The Governor's Web site to market nursing careers, encourage inactive RNs to return to nursing, and promote the "RN Ambassador" nurse recruitment program.
www.edd.ca.gov/one-stop	California One-Stop Career Center System (WorkNet) A central location for information about One-Stop Career Centers and related links.

www.labor.ca.gov/panel/espcrepinde x.htm	California Regional Economies Project The California Regional Economies Project provides state and local economic and workforce development organizations with information about each regional economy and labor market in California. The Project is sponsored by the California Workforce Investment Board of the Labor & Workforce Development Agency, and implemented in partnership with the California Economic Strategy Panel .
www.calworkforce.org	California Workforce Association (CWA) CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while working with the 50 Workforce Investment Boards, One-Stop Career Centers, and other workforce development partners in California.
www.calwia.org	California Workforce Investment Act Board The Board establishes policy for, and provides guidance to, local Workforce Investment Boards, which provide services under the WIA.
www.choosenursing.com	Coalition of Nursing Careers in California Contains basic information on the career of nursing, choosing a nursing school, and how to apply for financial aid and/or scholarships.
www.doleta.gov	Department of Labor The U.S. Employment and Training Administration's Department of Labor (DOL) home page. The DOL is the federal agent for the WIA program.
www.healthprofessions.ca.gov	Health Professions Education Foundation The Foundation awards scholarships and educational loan repayment grants to nursing students and graduates who are committed to practicing in rural or under-served urban areas.
www.edd.ca.gov/wiarep/wialoc.htm	Local Workforce Investment Areas Administrative (LWIA) Entity Listing of the LWIAs with addresses and contact information.

www.nam.org	<p>National Association of Manufacturers (NAM)</p> <p>The NAM mission is to enhance the competitiveness of manufacturers by shaping a legislative and regulatory environment conducive to U.S. economic growth and to increase understanding among policymakers, the media and the general public about the vital role of manufacturing to America's economic future and living standards.</p>
www.nurse.org/ca-index.shtml	<p>Nurse Practitioner Central</p> <p>California information about nursing careers, education, and professional associations.</p>
www.oshpd.cahwnet.gov	<p>Office of Statewide Health Planning and Development (OSHDP)</p> <p>Under the California Health and Human Services Agency, OSHPD plans for and supports the development of health-care systems in California.</p>
www.whitehouse.gov/omb/circulars/index.html	<p>Office of Management and Budget (OMB)</p> <p>OMB oversees and coordinates the Federal Administration's procurement, financial management, information, and regulatory policies. The OMB Circulars may be downloaded from this website.</p>
www.doleta.gov/BRG/JobTrainInitiative	<p>U.S. Department of Labor Employment and Training Administration (DOLETA)</p> <p>DOLETA contributes to the efficient functioning of the U.S labor market by providing job training, employment, labor market information, and income maintenance services. One initiative that works toward this effort is the President's High Growth Job Training Initiative. The initiative is a strategic effort to prepare workers to take advantage of new and increasing job opportunities in high growth, high demand and economically vital sectors of the American economy.</p>
www.uschamber.com/icw/default	<p>U.S. Chamber of Commerce – Institute for Competitive Workforce (ICW)</p> <p>The ICW is a non-profit affiliate of the U.S. Chamber of Commerce focused on workforce development and quality education issues. The ICW develops workforce strategies for businesses, chambers of commerce, and communities to hire, train, retain, and advance skilled workers in the 21st century</p>

www.sba.gov	U.S. Small Business Administration Provides guidance and resource information to owners and operators of small businesses.
www.workforce3one.org/index.cfm	Workforce³ One The Workforce ³ One Integrated Webpace offers the public workforce system, employers, economic development professionals, and education professionals an innovative knowledge network designed to create and support a demand-driven community, one that responds directly to business needs and prepares workers for good jobs in the fastest growing careers.

APPENDIX F

Job Training Automation System Hardware and Software Requirements

The States minimum computer hardware and software requirements are imposed for compatibility with the State Job Training Automation (JTA) system. The following products meet the new information security requirements and will be supported by the JTA Help Desk:

- Vandyke Secure CRT and Secure FX
www.vandyke.com/products/securecrt/index.html
- Attachmate EXTRA! Extreme 8.0
www.attachmate.com/en-US/Products/Terminal+Emulation/Extra/extra.htm

The Workforce Investment Division does not require the use of the above products, but has tested and can provide technical support for these products for the purpose of JTA access. **Please refer to Workforce Investment Act Information Bulletin WIAB05-29 for detailed information.**

1. Hardware Requirements:

- Pentium-based PC with at least 128 MB RAM
AND
- A dedicated phone line, and
- A modem (9600 bps or higher)
OR
- A DSL, Cable, T1 or other high-speed Internet connection, and
- A Network Interface Card (NIC)

2. Operating System (OS) Requirements (one of the following):

- MS Windows 98
- MS Windows NT
- MS Windows 2000
- MS Windows XP Home Edition
- MS Windows XP Professional Edition

3. Communication Package Requirements:

- Attachmate EXTRA! Extreme 8.0
- Vandyke Secure CRT/Secure FX
- other (please specify):_____

4. Printer Requirements:

- Hewlett-Packard (HP) compatible printer